

## Oakwood Morning Drop Off / Afternoon Pick Up Procedures

**Please review the arrival and dismissal procedures for the 2025-2026 school year. It is important that all parents follow the procedures to ensure the safety of all children.**

### **MORNING DROP OFF:**

If your child rides to school in a car, please pull into our circle drive located between the Portland Middle School and Oakwood Elementary School, which can be accessed from Danby St. or by using the new drive on Knox Ave. Pull all the way up to the sidewalk and to the car in front of you. **In order to provide proper student supervision, drop off time is at 8:40a.m.**

- Parents remain in their cars and students exit the vehicle from the passenger side for the safety of our students and the flow of the process.
- School staff members will be at the gate to assist in helping your child safely to the sidewalk.
- Additionally, for the safety of our students, the bus loop near the visitor parking lot and the front entrance are not available for student drop off or pick up.
- Students will go directly into the building. We have staff outside that will help direct all students into the building and into classes.

### **AFTER SCHOOL PICK UP:**

- Any pick-up changes will need to be reported to the office before 2:30 pm that day. This includes any bus changes, bus changes will also need to be reported to the Bus Garage.
- The latest office pick-up time is 3:30. After that time all students will need to be picked up in the car pick up line after school.
- When picking up in the office you must have either your child's pick-up number or a photo ID to have the child released to you. This is to verify you are on the pick-up list for the children's safety.

## Car Line

If you or your designee will be picking up your child after school, parents will pull into the circle drive between Portland Middle School and Oakwood Elementary, join the car line and stay in their cars. The circle drive can be accessed from Danby St. or by using the new drive on Knox Ave. Please see the map below.

- **Parents remain in their cars and students enter the vehicle from the passenger side** for the safety of our students and the flow of the process. Please rearrange booster seats/car seats as necessary to allow for safe and efficient pick up.
- Parents or your designee must have the child's pick up number provided by the school which has been mailed to you in your child's back to school packet.
- **Please zip tie the child's large pick up number to their backpack. A zip tie has been provided for you in your child's back to school packet.**
- Please place your child's assigned number card (small card) in the front passenger's side window.
- Prior to dismissal a staff member will walk through the car line to collect numbers starting at 3:40pm. Pick up time is 4:00pm.
- At dismissal, a staff member will walk students out of the door at the end of the preschool hallway in a line and will assist students into cars one at a time. Student numbers will be matched with the corresponding vehicle number displayed in the passenger window. See map below.

## WALKING PICK-UP

Parents please keep in mind that the walking pick-up/drop-off that is located in the front office is for the families that live in the vicinity of the school that are able to walk to and from school.

- Walking Pick-up students will wait to be picked up inside the building with a teacher.
- If you are picking up your students through walking pick-up you are required to have their back pack pick-up number or a photo ID. Once we have checked your ID or number then your student will be released to you

in and one by one fashion. We are doing this to keep Lincoln Street, Danby Street and our guest parking lot open in case of emergencies.

- Thank you for understanding and supporting this to help keep our OW Raiders safe! We appreciate all your cooperation.

